

DEPARTMENT OF BOATING AND WATERWAYS

2000 EVERGREEN STREET, SUITE 100
SACRAMENTO, CA 95815-3896
(916) 263-1331



January 11, 2006

Dear Aquatic Center Director:

This letter is to remind you of your requirement for reporting annual summaries to the Department for calendar year 2005.

Contractors are required to submit an annual report each year within the term of any contract with the Department of Boating and Waterways' Aquatic Grants Program. Currently, scholarship contract terms run 1-2 years and equipment contract terms run for 10-11 years.

The summaries are made part of the Department's Recreational Boating Report sent to the U.S. Coast Guard in Washington, D.C. Your summaries are a very important part of this report and significantly help to secure future federal funding for the Aquatic Grant Program in California.

For those contractors participating in the most recent *Request for Proposal* for grant funding, Charts 1A, 1B, and 1C are nearly identical to the charts appearing in that request. Chart 2, relating to inventory, is the same chart used in last year's annual report request.

Your Year End report must contain a minimum of the following:

1. Total number of students receiving instruction during 2005 categorized by type of class (include practical handling and classroom training.) –Complete Charts 1 A. - C.
2. Number of instructors at your operation and their certifications in 2005. You may group instructors by like certifications. For instance:

| <u>Certification</u> | <u># of Instructors</u> |
|----------------------------------|-------------------------|
| U. S. Sailing Instructor Level 1 | 8 |

3. Photographs of students (if on the water, in lifejackets) learning boating safety skills and photos of your aquatic facility if available. A variety of ages and activities is appreciated. We use these pictures in reports and publications on occasion. Please let us know if this presents a problem.
4. Recommendations for any changes for improvement to the Aquatic Grants Program.

5. The attached spreadsheet will serve as your Inventory List. Please list your current inventory of items purchase in all contracts between your organization and the Department. Purchase price is only required on equipment purchased in contracts with numbers beginning with 02 and later.

Items required to be listed on inventories (regardless of value)

- Vessels:
 - Canoes
 - Kayaks
 - Rafts
 - Sailboards
 - Sailboats
 - Motorboats (including inflatables)
 - Rowing shells (there are a few programs that have these from years ago before we stopped funding shells.)
 - Personal Watercraft
- Trailers
- Engines

Items **not** required to be listed on inventories

- Paddles/oars
- Life jackets
- Wet suits/wet shoes
- Radios
- Dollies
- Sails
- Water skis/wake boards
- Helmets
- Spray skirts
- Dry bags
- Other safety equipment such as horns, megaphones, etc.

If you have a piece of equipment that is not listed in one of the above categories, contact Jana or Amy and we will discuss it with you.

Please be sure to note on your inventory list that all of your boats and trailers purchased through the aquatics funding program are registered/numbered in compliance with state law and with the equipment title vesting the Department of Boating & Waterways with legal ownership. The Department shall be listed as the lien holder and the contractor as the registered owner.

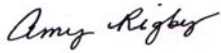
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Your Year End Report (hard copy) is due no later February 24, 2005. Failure to submit this report in keeping with requirements of your contract will result in penalties attached to future grant application requests.

This document including the Information Letter and Charts 1 A. – C. along with the Inventory List spreadsheet is available at under Year End Report documents at:
<http://www.dbw.ca.gov/AquaticGrant.asp>

If you have any questions, please contact either of us.

Sincerely



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Associate Boating Administrator
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| Type of Course | # of Sessions Offered Annually | # of Students Enrolled in each Session | Total students receiving training in course type |
|----------------------------|--------------------------------|--|--|
| Beginning Sailing (sample) | 5 | 8 | 40 |
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Chart 1 A.

Chart 1 B.

Student Age

| Student Age | No. |
|---|-----|
| Under 12 | |
| 12 to 17 | |
| 18 to 24 | |
| 25 to 40 | |
| 41 to 65 | |
| Over 65 | |
| Students age unknown | |
| Total Students benefiting from Proposal | |

Chart 1 C.

Population Segment Served

| Population Segment | # of Students |
|---|---------------|
| General boating public | |
| At-risk youth | |
| Other youth groups (elementary & high school) | |
| College students | |
| Senior groups | |
| Disabled groups | |
| Total Students Benefiting from Proposal | |